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ADM-1

DD/R-753-62

20 November 1962

MEMORANDUM FOR: Chairman, SL Career Service Board

SUBJECT: Request for Assignment of Supply Officer
to the Office of ELINT

1. The Office of ELINT staffing complement was recently amended to provide for the placement within the Field Support Branch, Operations Division, Office of ELINT, DD/R, of a Supply Officer, GS 2000.01-11, position number 101. We would appreciate your nominating a candidate to fill this position as soon as possible.

2. The candidate for this position should have experience in the following areas of supply management:

a. Maintenance of Type II property records.

b. An extensive knowledge of communications equipment.

c. Reduction of technical engineering detail to description patterns used by the Office of Logistics in processing purchase and issue actions.

d. The establishment and control of stock levels based on Agency-wide requirements for electronics equipment.

3. This office would appreciate being advised of the name of the candidate at least one week prior to his reporting date in order that we can obtain special clearance for him.

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Executive Assistant
Deputy Director (Research)

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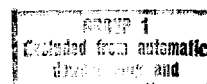
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